



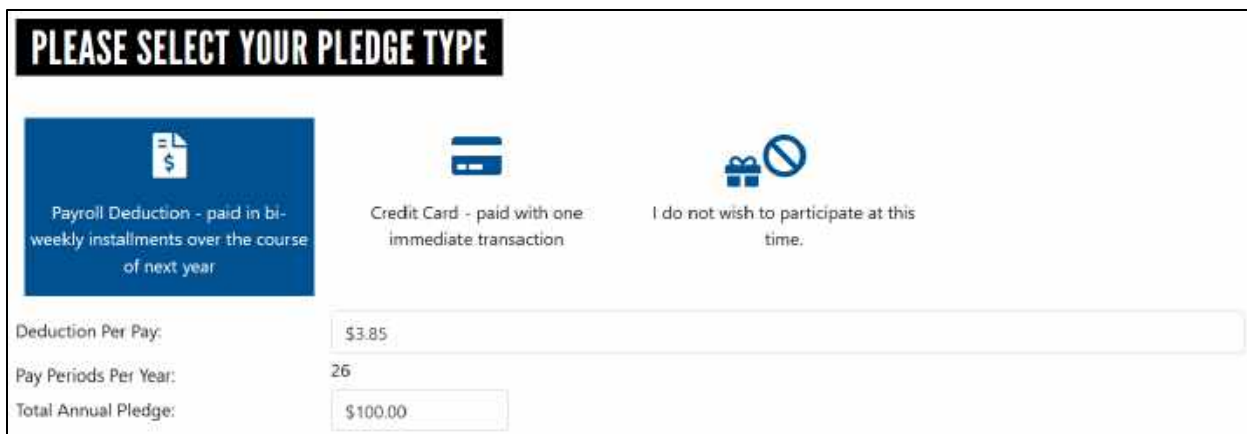
**STATE EMPLOYEES' CHARITABLE CAMPAIGN  
SEPTEMBER 1 – OCTOBER 31**

## **ePledge – Payroll Deduction Donation**

SECC Website: <https://secc.delaware.gov>

ePledge using State of Delaware Single Sign-On (DE-SSO): <https://epledge.secc.delaware.gov>

For assistance, please call the E-Business helpline at 302-573-3791



**PLEASE SELECT YOUR PLEDGE TYPE**

**Payroll Deduction** - paid in bi-weekly installments over the course of next year.

**Credit Card** - paid with one immediate transaction.

**I do not wish to participate at this time.**

Deduction Per Pay: \$3.85

Pay Periods Per Year: 26

Total Annual Pledge: \$100.00

1. Under the section called “Please Select You Pledge Type,” select the Payroll Deduction option so that the box is highlighted blue. This option allows you to give an amount from each of your pay periods over the next calendar year; there are a total of 26 pay periods.
2. You can either enter the amount you want deducted from each pay period or the total annual amount. In this example, the employee wants to give an annual amount of \$100.00. The site will automatically divide that number by 26 to show \$3.85 per pay period.



**DESIGNATIONS**

Please enter the amounts for the designations of your choice.

Total Pledge	\$100.00
Total Designated	\$0.00
Total Undesignated	\$100.00

3. Select the drop-down arrow on “Designations” to designate your pledge to one or more charities. The table shows the total pledge you entered above, total designated funds, and undesignated funds. Any undesignated funds will go to the general fund, which distributes funds to all organizations approved to participate in the 2020 campaign.
4. For a complete list of this year’s participating charities, select the link on the ePledge site and visit the [SECC List of Charities](#) on the SECC website.

## 2020 SECC ePledge – Payroll Deduction Donation Instructions

**AGENCIES**

DIRECTIONS: To designate to a specific charity, enter the charity code or a portion of the charity name (keywords) in the box below, then press enter or click Search. If the charity you are searching for has a leading 0 in its code number, leave the 0 off when you perform a search.

For a complete list of this year's participating charities, please visit the [SECC List of Charities](#).

After you enter a search, click the + sign next to your choice in the results. When it's added to the list, enter the designation amount for this charity. You can continue to search and add charities to your list. When you are finished, click the Next button below.

Name	Agency Code	Designation Amount
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Charity Name or Code

SEARCH

5. Once you determine which organization(s) you want to support, you can search them by key word, code, or title in the search bar on the ePledge site.

Charity Name or Code

faithful

SEARCH

Result: (1-1 of 1)

Name	Agency Code
Faithful Friends, Inc.	71010

Result: (1-1 of 1)

1

6. Once you find the charity you want to support on the ePledge site, select the plus "+" sign (circled in red in the image above). Do this for all the charities you want to support.

**DESIGNATIONS**

Please enter the amounts for the designations of your choice.

Total Pledge	\$100.00
Total Designated	\$100.00
Total Undesignated	\$0.00

**AGENCIES**

DIRECTIONS: To designate to a specific charity, enter the charity code or a portion of the charity name (keywords) in the box below, then press enter or click Search. If the charity you are searching for has a leading 0 in its code number, leave the 0 off when you perform a search.

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After you enter a search, click the + sign next to your choice in the results. When it's added to the list, enter the designation amount for this charity. You can continue to search and add charities to your list. When you are finished, click the Next button below.

Name	Agency Code		Designation Amount	
Boys & Girls Clubs of Delaware - DE	50160		<div> <div></div> <div>\$50.00</div> </div>	✕
Faithful Friends, Inc.	71010		<div> <div></div> <div>\$50.00</div> </div>	✕

Charity Name or Code

faithful

SEARCH

- All designated charities will appear in a list on the page (see example in image above). Then you enter the amount you want to designate to each organization from your total pledge. In this example the employee is designating \$50.00 to two organizations. This will change the table above to show that the total pledge has been designated and \$0.00 is undesignated.

**PLEASE CHECK YOUR INFORMATION BELOW.**

\* e-Pledge e-Mail

bridget.wallace@delaware.gov

Items marked with an asterisk (\*) are required in some circumstances.

☒ I want the system to automatically E-Mail my confirmation receipt to me.

☐ I wish to be acknowledged by my designated charitable organizations.  
I have authorized release of my e-Mail for this purpose.

☐ I wish to release my name to my designated charitable organizations.

8. To receive an email confirmation with your pledge information, enter your email address and select to first option, “I want the system to automatically e-mail my confirmation receipt to me.”
9. To receive acknowledgement from the organizations you designated to support, select the second option, “I wish to be acknowledged by my designated charitable organizations. I have authorized release of my e-Mail for the purpose.” And/or the third option, “I wish to release my name to my designated charitable organization.”

**CONFIRM**

**CANCEL**

10. Select Confirm to complete your payroll deduction pledge.